

PARKE COUNTY HEALTH DEPARTMENT
116 WEST HIGH STREET ROOM 12
ROCKVILLE IN 47872
PHONE (765)569-6665 * FAX (765)569-4061
parkecohealth@yahoo.com

January 10, 2008

The Parke County Health Department is sending you an updated application for this year's temporary food permit. This application and payment for a Temporary Food Permit needs to be sent to the Parke County Health Department by October 1, 2008.

Any applications sent after October 1, 2008 must be submitted in person at the Parke County Health Department office. Please note the cost for a temporary food permit has changed as stated in Parke County Board of Health Ordinance for Collection of Fees Ordinance Number 2008-2 In Parke County Indiana.

These changes are as follows:

- 1-3 day event will be \$35.00
- One season will be \$50.00
- Dual season will be \$65.00
- Tri season will be \$80.00

A season is defined as follows:

- January thru March
- April thru June
- July thru September
- October thru December
- Yearly Mobile will be \$100.00
 - ✓ Enclose a check or money order made out to Parke County Health Dept.
 - ✓ The Parke County Health Department will not mail any temporary food permits or receipts unless a self addressed stamped envelope is enclosed. If you do not enclose a self addressed stamped envelope, then you must pick up the permit from the Parke County Health Department office.
 - ✓ The Parke County Health Department will not issue any temporary food permit to any vendor that is not in compliance with Indiana State Department of Health "Certification of Food Handler Requirements" Title 410 IAC 7-22. You must show proof of compliance in order to receive your temporary food permit.

No food establishment will be allowed to operate at any Parke County event without a food permit.

Sincerely,

Diana Peterson, Parke County Food Inspector/Sanitarian

**2008 Application for a Permit to Operate
A Temporary/Seasonal/Mobile Retail Food Establishment**

Application is hereby made for a permit to operate a Temporary /Seasonal/Mobile retail food establishment. By this application, it is agreed that the establishment will comply with the provisions of the Indiana State Department of Health Rule 410-IAC 7-24, 410 IAC 7-22, and Parke County Ordinances. It is further agreed that the establishment shall be open to inspection daily by the agents of the Parke County Health Department. The Temporary Permit is **NOT TRANSFERABLE!** The permit is issued only to the establishment and location/event named on the application. The signed application and the required fee must be submitted 30 days prior to the first day of intended operation to the Parke County Health Department by 4pm. Late fees not applicable to Covered Bridge Festival... All Covered Bridge Festival permits due by October 1st. Permit applications received after the deadline will be **subject to applicable late fees. NO EXCEPTIONS.** Fees are non refundable. Submitting this application does not guarantee permit will be issued. Please return with a self addressed stamped envelope.

The following information must be filled out completely with full payment. Incomplete applications will not be processed. Thank you.

Vendor's Business Name: _____

Complete Mailing Address: _____

State: _____ **Zipcode:** _____

Operator's/Manager's Name: _____

The person who owns the temporary business

Home or Business Telephone: _____

Number that normally rings the business. Also list fax and cell numbers to be contacted.

On-site Manager's Name _____

The person responsible for the on site operation and is available on site during operation

Name of Event or Festival: _____

Type of Facility	1-3 day event	35.00	Yearly Mobile	100.00
(Circle all that apply)	One season	50.00	Dual Season	65.00
	Tri season	80.00	Late fee	20.00

(All Covered Bridge Festival Applications due in By October 1st...Late fee not applicable. Applications closed after this date and no further food permits will be issued.)

Season defined as Jan thru Mar, April thru June, July thru Sept, Oct. thru Dec. No deviations from ordinance.

Location and dates of Event:

Give the address (or) physical location of the event and directions to site, including lot number or booth number...Location of event and Property owner are very important and application will not be processed without it!!!

Property Owner Name: _____

Property Owner Address: _____

Property Owner Phone Number: _____

Menu (Food) to be served (be complete):

Submit additional paper of menu items as needed.

CONTINUE ON THE BACK SIDE

**2008 Application for a Permit to Operate
A Temporary Retail/Seasonal/Mobile Food
Establishment continued**

Office Use

Pynt rec'd _____
Receipt # _____
Date iss'd _____
Permit # _____
Date expires _____

If you are vendor selling prepackaged items to a consumer many of the Below questions will not apply and pleas mark them Not Applicable.

List the source(s) of all foods that will be served at the event: (who you buy food from) _____

Will any of the food served be prepared one day and served the next? List such foods: _____

Where is food stored prior to preparation? Food stand _____ Supply Truck _____ other _____:

Location of food preparation: On site _____ supply truck/trailer _____ other _____

All food served must come from and inspected or approved source. Home preparation is not acceptable without letter from local health department of your certified kitchen concerning inspection and licensing status.

How will you dispose of waste water? _____ holding tanks, _____ public utility
Potable water source: _____ public utility, _____ private supply (well) _____ bottled water

Structure Type: _____ permanent building _____ Self contained trailer _____ booth
_____ tent _____ other (describe): _____

Are you using a food grade hose? _____

Food Handler Certification: Certified Employee(s) _____

Please check which certification the employee(s) hold(s)

Serv Safe _____ Expiration date: _____
Certified Professional Food Manager _____ Expiration Date: _____
Certified Food Safety Manager _____ Expiration Date: _____

This certification is required after January 1, 2005. See title 410 IAC 7-22-15 at

<http://www.in.gov/isdh/regsvcs/foodprot/foodhandler/certificationrule.htm>.

Some exemptions are allowed.

Enclose A COPY of food certification, self addressed stamped envelope with appropriate fees with your completed application.

Incomplete application, missing copies of certification, lack of payment, lack of self addressed stamped envelope will prevent a vendor from obtaining permit/s until paperwork is completed accurately.

I attest to the accuracy of the information provided herein

Signature: _____ Title: _____

Print Name: _____ Date: _____

Temporary Food Establishment Checklist

Parke County Health Department 116 West High Street
Phone: 765-569-6665 – Fax: 765-569-4061
parkecohealth@yahoo.com

Use this Temporary Food Establishment Checklist to ensure your facility will have all of the necessary equipment and supplies in order to properly operate at the intended event(s). Compliance with all applicable sections of 410 IAC 7-24 is required, but the following has been highlighted for your assistance.

ADMINISTRATIVE INFORMATION:

- Temporary Food Establishment permit applications and fees must be submitted to the Parke County Health Department at least 14 day(s) prior to any date of operation. Late fees applicable after deadline. **Covered Bridge Festival Permit applications must be submitted by OCTOBER 1st. (No food permits for The Covered Bridge Festival will be processed after October 1. The Covered Bridge Festival always starts the second Friday of October and runs for 10 days. (and they must be received during normal business hours).**
- Proper floor plans and menus must be submitted for review and approval by the Parke County Health Department at least 14 days prior to any date of operation.*
- Your Temporary Food Establishment permit, once issued, must be displayed in view of the public at all times during the event for which it was issued.
- If applicable, the event organizer and/or property owner must submit a site map of the event area detailing vendor locations, toilet facilities, trash facilities, water hook-up and all requirements stated in the Parke County Food Ordinance.**
- By January 1st, 2005, at least one certified food handler (in accordance with 410 IAC 7-22) must be employed at each licensed food establishment. The name and proof of certification must be made available upon request. **If the establishment is exempt from 410 IAC 7-22, then all requirements in 410 IAC 7-24 Section 118 must be met.**

FOOD AND WATER SOURCES:

- All food and water must be obtained from sources complying with applicable state and local laws and regulations. If requested, paperwork must be provided indicating the source(s) for all food and water products. If well water is utilized, proper paperwork regarding testing must be provided 14 days prior to any event
- All food must be clean, wholesome, free from adulteration and misbranding, and properly labeled as applicable.
- No homemade or home-canned foods or foods that have been stored in a home are allowed to be used.
- All foods requiring preparation/processing, must be prepared/processed on-site unless they have been prepared in another licensed establishment and properly transported.

FOOD PREPARATION and HANDLING:

- All potentially hazardous foods requiring refrigeration must be held at 41°F or below at all times and all frozen foods must be stored hard frozen and should be stored at 0°F.
- All potentially hazardous food requiring hot-holding must be held at 135°F or above at all times.
- All potentially hazardous food requiring cooling must be cooled from 135°F down to 70°F within two (2) hours and from 70°F down to 41°F or below within an additional four (4) hours.
- All potentially hazardous food requiring reheating must be rapidly reheated to 165°F within two (2) hours.
- All potentially hazardous food requiring thawing must be thawed in accordance with *Section 199*.
- All food products must be cooked to the proper internal food temperatures as detailed in *Sections 182-185*
- Proper cooking equipment must be used to reheat foods. Hot-holding equipment cannot be used for this purpose.
- A properly calibrated stem-type thermometer must be provided for monitoring internal food temperatures.

FOOD PROTECTION:

- Proper utensils (such as spoons, forks, tongs, spatulas, single-use gloves, deli tissue, etc.) must be used to handle open ready-to-eat food products. Bare hand contact with these foods is not permitted. ("Ready-to-eat" means no further washing, cooking, or additional preparation steps will take place before it is served.)
- Food products must be protected from potential contamination by consumers (or the environment) during all times of storage, preparation, and service.
- Overhead protection must be provided over all food and beverage service, preparation, storage, warewashing and handwashing areas. With regard to whether overhead protection is required above cooking/grilling units, local and/or state fire codes should be applied.
- All food and beverage products, ice, utensils, single-service and single-use items, dishes, equipment, and handwashing and warewashing facilities must be stored up off the floor/ground at least six (6) inches at all times.
- Condiments must be individually packaged or from approved dispensers (and the dispensers must be kept covered to prevent potential contamination). If they require refrigeration, proper temperatures must be maintained at all times.

UTENSILS/DISHWARE:

- Only single-service/use eating and drinking utensils/dishware may be provided for use by the consumer. No re-use of these items is permitted.
- The single-service/use utensils must be placed in a container with the handles facing up and the eating surface protected from touching or contamination – or they must be individually packaged.
- Straws and toothpicks must either be individually wrapped or individually dispensed.

ICE USE:

- Ice, which is to be consumed, must come from an approved source and be properly labeled.
- Ice must be kept in closed/covered containers and dispensed with ice scoops or proper utensils that are properly stored and used. To prevent cross-contamination, ice bags cannot be dropped onto the ground to break up the ice.
- Ice for consumption may not be used for storage of food or beverage products.
- Storage of open food in contact with ice is prohibited.
- Packaged food may not be stored in direct contact with ice or water if the food is subject to the entry of water because of the nature of its packaging, wrapping, or container.